

**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF ACCOUNTS AND CONTROL**

**FY2016**

**SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT  
TO THE STATE CONTROLLER'S OFFICE  
FOR FISCAL YEAR ENDING JUNE 30, 2016**

<b>PAY PERIOD #</b>	<b>BI-WEEKLY PAYROLL PERIOD ENDING (SATURDAY)</b>		<b>TRANSMIT TO CENTRAL PAYROLL</b>		<b>PAYDAY (FRIDAY)</b>	
<b>1</b>	<b>JULY</b>	<b>11</b>	<b>JULY</b>	<b>14</b>	<b>JULY</b>	<b>17</b>
<b>2</b>	<b>JULY</b>	<b>25</b>	<b>JULY</b>	<b>28</b>	<b>JULY</b>	<b>31</b>
<b>3</b>	<b>AUGUST</b>	<b>08</b>	<b>AUGUST</b>	<b>11</b>	<b>AUGUST</b>	<b>14</b>
<b>4</b>	<b>AUGUST</b>	<b>22</b>	<b>AUGUST</b>	<b>25</b>	<b>AUGUST</b>	<b>28</b>
<b>5</b>	<b>SEPTEMBER</b>	<b>05</b>	<b>SEPTEMBER</b>	<b>08</b>	<b>SEPTEMBER</b>	<b>11</b>
<b>6</b>	<b>SEPTEMBER</b>	<b>19</b>	<b>SEPTEMBER</b>	<b>22</b>	<b>SEPTEMBER</b>	<b>25</b>
<b>7</b>	<b>OCTOBER</b>	<b>03</b>	<b>OCTOBER</b>	<b>06</b>	<b>OCTOBER</b>	<b>09</b>
<b>8</b>	<b>OCTOBER</b>	<b>17</b>	<b>OCTOBER</b>	<b>20</b>	<b>OCTOBER</b>	<b>23</b>
<b>9</b>	<b>OCTOBER</b>	<b>31</b>	<b>NOVEMBER</b>	<b>03</b>	<b>NOVEMBER</b>	<b>06</b>
<b>10</b>	<b>NOVEMBER</b>	<b>14</b>	<b>NOVEMBER</b>	<b>17</b>	<b>NOVEMBER</b>	<b>20</b>
<b>11</b>	<b>NOVEMBER</b>	<b>28</b>	<b>DECEMBER</b>	<b>01</b>	<b>DECEMBER</b>	<b>04</b>
<b>12</b>	<b>DECEMBER</b>	<b>12</b>	<b>DECEMBER</b>	<b>15</b>	<b>DECEMBER</b>	<b>18</b>
<b>13</b>	<b>DECEMBER</b>	<b>26</b>	<b>DECEMBER</b>	<b>28</b>	<b>DECEMBER</b>	<b>31*</b>
<b>14</b>	<b>JANUARY</b>	<b>09</b>	<b>JANUARY</b>	<b>12</b>	<b>JANUARY</b>	<b>15</b>
<b>15</b>	<b>JANUARY</b>	<b>23</b>	<b>JANUARY</b>	<b>26</b>	<b>JANUARY</b>	<b>29</b>
<b>16</b>	<b>FEBRUARY</b>	<b>06</b>	<b>FEBRUARY</b>	<b>09</b>	<b>FEBRUARY</b>	<b>12</b>
<b>17</b>	<b>FEBRUARY</b>	<b>20</b>	<b>FEBRUARY</b>	<b>23</b>	<b>FEBRUARY</b>	<b>26</b>
<b>18</b>	<b>MARCH</b>	<b>05</b>	<b>MARCH</b>	<b>08</b>	<b>MARCH</b>	<b>11</b>
<b>19</b>	<b>MARCH</b>	<b>19</b>	<b>MARCH</b>	<b>22</b>	<b>MARCH</b>	<b>25</b>
<b>20</b>	<b>APRIL</b>	<b>02</b>	<b>APRIL</b>	<b>05</b>	<b>APRIL</b>	<b>08</b>
<b>21</b>	<b>APRIL</b>	<b>16</b>	<b>APRIL</b>	<b>19</b>	<b>APRIL</b>	<b>22</b>
<b>22</b>	<b>APRIL</b>	<b>30</b>	<b>MAY</b>	<b>03</b>	<b>MAY</b>	<b>06</b>
<b>23</b>	<b>MAY</b>	<b>14</b>	<b>MAY</b>	<b>17</b>	<b>MAY</b>	<b>20</b>
<b>24</b>	<b>MAY</b>	<b>28</b>	<b>MAY</b>	<b>31</b>	<b>JUNE</b>	<b>03</b>
<b>25</b>	<b>JUNE</b>	<b>11</b>	<b>JUNE</b>	<b>14</b>	<b>JUNE</b>	<b>17</b>
<b>26</b>	<b>JUNE</b>	<b>25</b>	<b>JUNE</b>	<b>28</b>	<b>JULY</b>	<b>01</b>

PLEASE NOTE: Every effort must be made to transmit payrolls prior to or by the close of business on the Monday following the end of the payroll ending date. If a holiday occurs on the Monday following the payroll ending date, the payroll **MUST** be transmitted on Tuesday. If a holiday occurs on the Tuesday following the payroll ending date, payroll transmittal **MUST** be on the Monday following the payroll ending date.

\*Friday, January 1, 2016 is a State of Rhode Island and federal bank holiday